

15 OCT 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM : [redacted] Chairman, DO Personnel Evaluation Boards

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SUBJECT : Fiscal Year 1983 Evaluation of DO Professional Officers in Grade GS-13

1. All professional DO officers in grade GS-13 will be evaluated by a DO Personnel Evaluation Board during the period of 3 January through 18 February 1983.

2. Our records indicate [redacted] a GS-13 DO officer, is assigned to your office. If you wish to recommend him for promotion, please forward a statement to that effect to the Vice Chairman, GS-13 Board, [redacted], [redacted], by close of business 10 December 1982.

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3. Only a simple statement without detailed justification for the recommendation is required, as the Evaluation Board will rank eligible officers on the basis of their current PAR and past fitness reports.

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